

Security Information

Approved For Release 2001/08/06 : CIA-RDP78-04718A000300310001-5

Security Information

12 May 1952

TO : Assistant Director for Policy Coordination
Assistant Director for Special Operations
Assistant Director for Communications
Assistant Director for Operations
Assistant Deputy Director, Administration (I&S)
Director of Training

FROM: Assistant Deputy Director/Administration (S)

SUBJ: Safe Houses

The below is suggested for dissemination by you, in any form you deem satisfactory, to those concerned within your offices. It may be well to emphasize it in your next staff meeting since it is relative to a matter which has caused the Director definite concern:

"Recently there have been instances of the misuse and neglect of safe-house interiors and furnishings. This is not only unnecessary expense to the lessee, but reflects upon those involved in the transaction with the lessors in our behalf.

"The Case Officer concerned with a safe-house is responsible for its proper useage, its cleanliness, and maintenance at the standards at which it was acquired.

"If special assistance is needed to maintain the above mentioned standards over a period of time, the safe-house procurement officer, indicated below, will be consulted for the purpose of having any such individuals cleared by I&SO. However, this does not mean that servants should be acquired to perform rehabilitation as the result of carelessness or lack of personal effort by the users of a safe-house in maintaining common cleanliness, good order and deportment in the premises.

"Any malfunction of the appurtenances in a safe-house, which requires outside assistance, should be reported to the safe-house procurement officer, [REDACTED] Room 1046 I Building, [REDACTED] before engaging such assistance."

25X1A

25X1A

Document No.

No Change in Class. ☐

☐ Reclassified

Class. Changed To: TS

Auth: [REDACTED]

Date: 3-11-78

By: [REDACTED]

CC:

✓ DD/ [REDACTED] Approved For Release 2001/08/06 : CIA-RDP78-04718A000300310001-5

DD/P

Gen. Counsel

SECRET